



# The Branch

## *quarterly*

MEDICAID AND EDUCATION BRANCHING OUT TOGETHER  
TO CREATE HEALTHY AND PRODUCTIVE STUDENTS

## A New Beginning

As winter wanes, and gives way to spring, we anxiously look forward to new beginnings — the beginning of warmer weather, tiny buds and leaves appearing on naked tree branches and tender shoots of spring flowers emerging from the thawing earth.

This too is a good time for school districts take an opportunity for a new beginning with the School Based Health Service (SBHS) and School Based Administrative Claiming (SBAC) programs. Each Local Education Agency (LEA) should take ownership of and responsibility for its programs in 2014.

The task may seem a bit daunting at times, so let's take it one step at a time. Mark Twain stated, "The secret of getting ahead is getting started. The secret to getting started is breaking your complex overwhelming tasks into small manageable tasks and then starting on the first one."

The first step, the LEA must ensure it has ownership over its KY Health Net account. Each LEA should be the administrator for its account. This will allow the district to review Remittance Advices,

designate third party billing agents, and most of all, be responsible for its account.

The second step is for the LEA to review Remittance Advices. The Remittance Advices are the receipts for the claims submitted. They will tell how many claims have been paid and/or returned. They will help identify if claims are being submitted properly and in a timely fashion.

The third step is that each LEA should develop an internal process for checking its claims. LEA's must make sure claims are being submitted correctly and the correct documentation is being kept.

For example, randomly select five claims monthly. Make sure:

- the service is listed in the Individual Education Program (IEP)
- the service log is accurate and signed
- the correct number of units were billed
- the practitioner is listed in the correct staff pool
- to check for medical necessity

So let's look forward not only to spring but also a new beginning with SBHS and SBAC programs.

**Amendments to your  
practitioner list should  
be submitted to:**

Stephanie Mack  
Kentucky  
Department of Education  
500 Mero Street  
16th Floor  
Capital Plaza Tower  
Frankfort, KY 40601

[stephanie.mack@  
education.ky.gov](mailto:stephanie.mack@education.ky.gov)

Fax: (502) 564-6771

Phone: (502) 564-1979,  
ext. 4306



## What is Medical Necessity?

Per Medicaid regulation [907 KAR 1:715](#), School-based Health Services

- The service addresses a Physical or Mental Disability.
- The ARC states the service in the IEP.
- Services are provided in accordance with the IEP.
- Services are necessary for the student to benefit from special education.

**Please note, in order to bill Medicaid for a service, the service must address a true medical disability.**



# Did You Know?

## *Ten Facts Every School District Should Know*

1. Every direct service practitioner that bills should be included in the direct service staff pool list on the Random Moment Time Study. Failure to do so may result in payback of funds.
2. A claim must be filed no later than one year from the date of service, although timely filing is strongly encouraged.
3. Amendments to add or remove practitioners must be turned into the Kentucky Department of Education (KDE) promptly. They can only be backdated 15 business days.
4. Every school district is responsible for keeping its contact information updated with Medicaid and KDE.
5. Every evaluation and IEP must include medical necessity.
6. It is the responsibility for the SBHS and SBAC coordinators to disseminate information to all the practitioners. It is strongly encouraged that emails should be forwarded to the practitioners and all staff involved in the SBHS and SBAC programs.
7. KDE's primary role is to advocate, assist and coach school districts with the SBHS and SBAC programs. Please don't hesitate to contact Becky Stoddard or Stephanie Mack with any concerns or questions.
8. All day nursing services are ineligible for Medicaid Reimbursement. Only bill for hands-on services such as bowel care, tube feeding, etc...
9. Parental consents are only required to be signed once and an annual notification of intent to bill is required annually. The signed parental consent should be kept on file at all times.
10. Warranties for assistive technology are ineligible for Medicaid Reimbursement.

## Dates to Remember



April-June  
Staff Pool Updates  
Due 02/28/14

**This will be the last time  
you can add a  
Direct Service Provider  
in order to be able to  
claim their cost on the  
FY2014 Cost Report and  
Cost Settlement.**

January-March 2014  
Financial Certification  
Due 05/16/14

## Parental Consent

One of the common program challenges school districts face with the SBHS program is parental consent. With policy changes and staff turnover, this can seem like an overwhelming, always changing and never ending task. The most important thing to remember is a school district **must** receive parental consent prior to Medicaid billing. Parental consent should be obtained once with an annual notification to the parents that the district will be seeking reimbursement from Medicaid for billable services for eligible students. The annual notification gives each parent the right or opportunity to deny Medicaid billing. The signed parental consent form should **always** be kept on file.

If the parent gives consent one year, then denies consent the next, you must seek parental consent before you can bill Medicaid for the next year. For example, if you received consent to bill in 2010, but the parent decided to deny consent in 2012, you must have permission to bill for 2013. The consent received in 2010 no longer applies.

## Staff Spotlight Search

We know that the schools go above and beyond every day to help the children in their communities. Each quarter, KDE would like to recognize individuals for their hard work. We encourage all school districts to participate. Please e-mail all nomination forms by March 14, 2014 for the Spring issue to [stephanie.mack@education.ky.gov](mailto:stephanie.mack@education.ky.gov).

### Program Contacts:

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Lucy Senters ( Medicaid)  
275 E. Main Street, 6W-D  
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[Lucy.senters@ky.gov](mailto:Lucy.senters@ky.gov)

**Please remember to  
e-mail Public Consult-  
ing Group (PCG) all of  
your district's snow  
days for the SBAC  
program.**